

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
FINANCIAL ASSISTANCE DIVISION**

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**CDBG  
Community Development Block Grant Program****MANAGEMENT MEMORANDUM  
Memorandum Number 07-12****TO: Eligible Jurisdictions and Interested Parties****DATE: October 10, 2007****SUBJECT: Fall 2007 Community Development Block Grant (CDBG) Economic  
Development (ED) Training Schedule**

**Purpose of this Memo:** To announce ED training workshops covering three topics:

- 1) Release of Enterprise Fund Notice of Funding Availability (NOFA) and Instruction on Successful Application Preparation.
- 2) Guidance on Developing and Operating a Successful Business Assistance Revolving Loan Fund (RLF) Program.
- 3) Guidance on Developing a Successful CDBG Over-the-Counter (OTC) Application.

Please complete and submit the registration form on page four as soon as possible to notify CDBG staff of workshop attendance.

**PREPARING A SUCCESSFUL ENTERPRISE FUND APPLICATION**

Interested parties should obtain and review a copy of the Enterprise Fund NOFA and Application Package prior to attending the workshop. See page three of this memo for workshop dates and locations. The NOFA and Application package is expected to be released by October 24, 2007. Over four million dollars is available in this year's Enterprise Fund allocation. A copy of the NOFA and Application will be posted on the CDBG web site, [www.hcd.ca.gov/fa/cdbg/funds](http://www.hcd.ca.gov/fa/cdbg/funds). If you are not able to access the web site, please call (916) 552-9398 to request an electronic copy to be sent via e-mail, or a hard copy be sent via U.S. Postal Service.

CDBG staff will present this workshop. The CDBG Enterprise Fund NOFA and Application will be reviewed. The following areas will be covered:

- Changes to this years NOFA and application,
- Proper completion of the application,
- Definitions and CDBG requirements for Business Assistance and Microenterprise Assistance Programs, and
- Description of how to submit a competitive application.

## **OPERATING A SUCCESSFUL BUSINESS ASSISTANCE RLF PROGRAM**

This training session will provide insights into how to effectively develop and operate CDBG Business Assistance RLF programs. See page three of this memo for workshop dates and locations. These programs are funded from state enterprise fund grants or from local program income reuse plan revolving loan accounts. Topics were selected to provide first time operators and experienced operators with information on how to improve an existing program. Guidance will be given regarding:

- RLF operation (including program marketing and applicant screening),
- Conducting a market needs assessment (especially helpful for new program operators),
- Underwriting basics,
- Credit memo preparation,
- Loan closing,
- Funds disbursement,
- Loan servicing, and
- Portfolio management.

This session's instructor will be Chuck Wolfe, Principal of Claggett Wolfe Associates. Mr. Wolfe has had direct "hands on" experience running an RLF program and currently serves as the technical advisor to the Department's CDBG Economic Development program. He has taught similar classes on loan program design and portfolio management at both the state and federal levels.

## **DEVELOPING A SUCCESSFUL OTC APPLICATION**

The OTC allocation NOFA and application was released in July 2007. Up to six million dollars is available under this NOFA. Applicants may apply for up to two and one half million dollars to fund an eligible project. Interested parties should review the NOFA and Application package prior to attending the workshop. See page three of this memo for workshop dates and locations.

Putting together a successful OTC project can be both rewarding and challenging. This session is designed to walk participants through the "ins and outs" of putting together a successful OTC deal. Topics will include:

- Structuring the public and private funding aspects of the deal,
- Conforming to CDBG/HUD loan underwriting guidelines,
- Evaluating project readiness, and
- Coordinating and working with private businesses and state staff.

The session instructors will be Chuck Wolfe, Principal of Claggett Wolfe Associates the technical advisor to the Department's CDBG program and David Nelson, CDBG program staff and OTC specialist.

## **WORKSHOP DATES AND LOCATIONS**

### **Thursday-Friday, October 25-26 (NOTE: Two locations)**

#### **Thursday**

HCD Headquarters  
1800 3<sup>rd</sup> Street, Room 183  
Sacramento, CA 95811

#### **Friday**

Sacramento River Room  
400 R Street  
Sacramento, CA 95811

### **Tuesday-Wednesday, October 30-31**

Anderson Teen Center  
2889 East Center Street  
Anderson, CA 96007

### **Tuesday-Wednesday, November 13-14**

Calimesa Country Club  
1300 South 3rd Street  
Calimesa, CA 92320

## **WORKSHOP AGENDA**

The workshops are held over a two-day period with the following schedule:

<b>Day One</b>		<b>Day Two</b>	
8:30-9:00	Registration	8:30-9:00	Registration
9:00-12:00	Enterprise Fund Training	9:00-12:00	OTC
12:00-1:00	Lunch (on your own)	12:00-1:00	Lunch (on your own)
1:00-4:30	Revolving Loan Fund	1:00-4:30	OTC

Travel and staff time costs for attending workshops are an allowable CDBG expenses under General Administration. Economic Development Representatives will be available for consultation at each workshop. Registration is not required for the workshops but is encouraged to ensure sufficient accommodations. Please complete and return the registration form on the following page.

#### **For further information:**

Contact the CDBG Program Secretary at (916) 552-9398 or your CDBG Economic Development Allocation Representative.

# **REGISTRATION FORM**

## **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM 2007 ECONOMIC DEVELOPMENT WORKSHOPS FOR**

### **Enterprise Fund Application, Economic Development Revolving Loan Fund, and Over-the-Counter Funds**

Participants may attend any of the workshops. Please complete this registration form and fax it to (916) 327-8823. **Attention: David Nelson**

**Your name or the name of your organization:**

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**Please indicate below the number of persons attending:**

**Enterprise Fund Application Workshop:**

Sacramento, October 25-26	_____
City of Anderson, October 30-31	_____
City of Calimesa, November 13-14	_____

**SPECIAL NEEDS:** The workshop locations are accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print or Braille, are requested to contact the state CDBG program's Equal Opportunity Specialist, Lynne Sekas at (916) 552-9363, so that appropriate arrangements can be made.

Individuals with hearing impairments can use the California Relay system to call Lynne Sekas by simply dialing 711. If this does not work, then you can dial (800) 735-2922, or if you are using a TTY then you can dial (800) 735-2929 and they will assist you in contacting Ms. Sekas.